

# DPGS Memorandum

Department of Procurement and General Services  
One Ashburton Place, Room 1017, Boston, MA 02108-1552

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## DPGS MEMORANDUM 96-17

TO: Department Heads, Procurement & IT Coordinators, MMARS Liaisons,  
CFOs, and LAN Managers

FROM: Philmore Anderson III, Purchasing Agent  
Department of Procurement and General Services

DATE: February 20, 1996

SUBJECT: New Procedures for Information Technology Procurements

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The Department of Procurement and General Services (DPGS) held an informational session on Friday December 1, 1995 to announce the consolidation of regulations 802 CMR 1.00, Information Technology Resources and 802 CMR 2.00, Commodity Procurement Policies and Procedures, and to introduce new procedures for Information Technology (IT) procurements. The session focused on IT process changes, transaction changes, and which object codes, if any, would be affected. The primary focus of the session was the elimination of the AF-29, the PE, DR and DS transactions from MMARS and what standard commodity transactions Departments now use when processing IT procurements. An extensive informational packet was handed out at the training session. To request a copy of the packet, please contact Lorraine Grosvenor at 617-727-7500 ext. 218 or Lorraine Grosvenor@basp@pgs or Internet address: lgrosvenor@state.ma.us.

Under the current IT procurement process:

- (1) The transactions for IT goods are now the RX-PN, PD, and PG depending on the type of procurement and, the transaction process is identical to the process used to acquire all other commodities.
- (2) The procurement of goods falls under 802 CMR 2.00, the Regulations for Commodity Procurement Policies and Procedures.
- (3) There were no changes to the procurement process for IT maintenance services, see MMARS Memo #174, dated June 15, 1992.
- (4) Departments must use the SR, SC transactions for Information Technology Consultant Services and follow Regulations 801 CMR 20.00, Service Contract, and DPGS Memorandum, 95-05, IT Consultants.
- (5) The procurement process for IT goods now resides in the Extended Purchasing System. The AF-29 is no longer in use.

To purchase IT goods not on a DPGS Price Agreement, Departments, for a one time purchase, may enter a requisition (RX) on-line in MMARS/EPs. If you wish to establish a price agreement (multiple purchases over an extended period of time), Departments must send a letter or memo to Lorraine Grosvenor, DPGS, One Ashburton place, Room 1017, Boston, MA 02108, detailing the type of purchase you're intending. This memorandum is similar to a Notice of Proposed Procurement (NOPP). DPGS will assign it to a procurement staff member who will contact you upon receipt of your request to recommend the proper procurement method, i.e., Invitation For Bid (IFB), Request For Proposal (RFP) or suggest using a DPGS blanket contract (price agreement).

Statewide Information Technology contracts (Price Agreements) are coded to begin with the letter "N" on the Price Agreement Summary Table (PASM) in MMARS/EPs. (A list of the IT Price Agreements and PA numbers are attached.) Purchases made against IT Price Agreements (PGs) exceeding \$100,000, will go to a pend3 status in the MMARS suspense file. These purchases will require on-line approval from DPGS.

The purpose of the on-line approval is to give DPGS an opportunity to review purchases for IT goods with significant dollar amounts to determine which price agreements are being utilized, by whom, and to ensure compatibility with existing systems. To the extent DPGS believes that Departments need assistance or advice on the selection of IT equipment being purchased, or the Price Agreement being used, we will so advise. Departments must send the PG input form with a cover letter explaining the purchase, i.e., to upgrade existing systems, to acquire a LAN, to replace existing obsolete hardware, to acquire new software, etc., to Gerry Ostrer, Procurement Analyst, DPGS, One Ashburton Place, Room 1017, Boston, 02108. Additionally, IT procurements are subject to periodic review for compliance with Department, Secretariat and Commonwealth IT Procurement Plans.

Departments are required to seek approvals of all IT procurements from their Secretariats in accordance with Chapter 29 Section 27B. All IT purchases must be procured in accordance with Information Technology Procurement Plans established by the Strategic Planning Bureau (SPB) of the Office of Management Information Systems (OMIS). For Price Agreements (PGs), and Requisitions (RXs), the Input Forms must be signed by the Department Head and Secretariat. To establish a blanket contract, the Memorandum must be signed by the Department Head and Secretariat prior to submitting it to DPGS.

#### Small Purchase Procurements:

In July, 1995, DPGS established policies and procedures for small purchase procurements. Small purchases for goods, including Information Technology, with a value of no less than \$1,000 and no more than \$25,000 and, not on a DPGS Price Agreement, may be purchased under the Small Purchase Program, providing the Department attended Small Purchase Training and has a signed Memorandum of Understanding (MOU) on file at DPGS. To find out more about the Small Purchase Program, you may call 617-727-7500 ext. 384 or email address: SP Help@BASP@PGS.

Questions and/or inquiries regarding the new IT procedures should be addressed to Ellen Phillips at (617) 727-7500 ext. 230 or e-mail: Ellen Phillips@basp@pgs or Internet address: Ephillips@state.ma.us